Reviewers need to see the person time that will be spent on the project, whether at the proposing organization or not, whether or not NASA is paying for it. Thus, every proposal is required to include a summary table of work effort that simply lists all of the planned work commitment, by person or role without any technical details. Note, this table is outside of and is distinct from budget and the page limited main part of proposal, which must describe what work each team member will be doing. Below is the example format for the Earth Sciences.

The table divides work effort by years, where the first column under (*This Project*) for each year (*NASA Support*) indicates the number of months committed to this project that will be directly funded by this proposal. The second column (*Total*) indicates the **total** number of months that will be committed to this project by the team member (including both time funded by this proposal AND to be supported by other means). This number should be greater than or equal to column one. The third column (*Other Projects*) indicates the number of months that are committed to other **currently funded** proposals (listed in "Current and Pending Support"). Time allocated to pending projects or submissions planned in the near future should not be added to this number. Add in additional years (4, 5) as necessary. The three columns on the right (under *Sum*) are the total values for all years of the projects.

University faculty or certain institution members are supported to commit a major portion of their time during the year to instruction or other duties. To account for this when evaluating time commitment, the total number of months of institution funded time per year should be added under the '*Institution Support*' column, and the number of months of institution funded time dedicated to research should be inserted under the '*Institution Research Time*' column. We are aware some individuals may be completely funded by sources outside their own institution, and thus columns '*Total*' and '*Other Projects*' may add to 12 total months. Proposers are welcome to explain any distinction in time allocations within the comments section below the table. In general, if the proposer feels that their funding/support situation is out of the ordinary or they are filling out this table in a non-standard way, they are encouraged to clarify in the comments section.

TABLE OF WORK EFFORT

Name	Role	Institution Support	Institution Research Time	Year 1 – This Project – NASA Support	Year 1 – This Project – Total	Year 1 – Other Projects	Year 2 – This Project – NASA Support	Year 2 – This Project – Total	Year 2 – Other Projects	Year 3 – This Project – NASA Support	Year 3 – This Project – Total	Year 3 – Other Projects	Sum – This Project – NASA Support	Sum – This Project – Total	Sum – Other Projects
<<PI name>>	PI	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<<Co-I name>>	Co-I	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<<Collaborator name>>	Collaborator	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<<Other name>>	<<Other >>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sum of work effort:		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Comments:															

Institution Support – The total number of months this individual is supported by their institution (for all tasks, not just this project).
Institution Research Time – The number of months institution support is allocated toward all research (less than or equal to *Institution Support*).
Total - The total number of months that will be committed to this project by the team member (including time not funded by this proposal and time funded by this proposal).
NASA Support - The number of months committed to this project that will actually be funded by this proposal.
Other Projects - The number of months that are committed to other currently funded proposals.

Current and Pending Support

The following information should be provided for each investigator and other senior personnel. Failure to provide this information may delay consideration of this proposal.

Investigator:	Other agencies (including NASA) to which this proposal has been/will be submitted.

Support:　　☐ Current　　☐ Pending
Project/Proposal Title**:**

Source of Support:
Total Award Period Covered:
Person-Months Per Year Committed to the Project:

Support:　　☐ Current　　☐ Pending
Project/Proposal Title:

Source of Support:
Total Award Period Covered:
Person-Months Per Year Committed to the Project:

Support:　　☐ Current　　☐ Pending
Project/Proposal Title:

Source of Support:
Total Award Period Covered:
Person-Months Per Year Committed to the Project:

Support:　　☐ Current　　☐ Pending
Project/Proposal Title:

Source of Support:
Total Award Period Covered:
Person-Months Per Year Committed to the Project:

Support:　　☐ Current　　☐ Pending
Project/Proposal Title:

Source of Support:
Total Award Period Covered:
Person-Months Per Year Committed to the Project:

Support:　　☐ Current　　☐ Pending

Source of Support:
Total Award Period Covered:
Person-Months Per Year Committed to the Project:

USE ADDITIONAL SHEETS AS NECESSARY